भारतीय प्रौद्योगिकी संस्थान दिल्ली
INDIAN INSTITUTE OF TECHNOLOGY DELHI

Date: 23/05/2024

N O T I C E

Sub.: Schedule of Tier-II (Presentation) & Tier-III (Interview) for the post of Technical Officer in respect of Advertisement No. Mission Mode (DR) (4)/ 2023 Dated 25 March 2023.

As per the Scheme of Examination, the following is the selection procedure after Tier-I (Screening Test) for Group - 'A' post:

Tier-II	**Presentation**	50 Marks	Candidates are required to start with remarks that help the Presentation Committee understand; (1) Why you are interested for this position; (2) Why do you think that you are suitable for this position based on your past experience and vision for the Institute. Please limit the Presentation to a maximum duration of 10 minutes.
Tier-III	**Interview**	100 Marks	The Interview shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/ knowledge, communication and problem-solving skills and overall personality etc.

➢ Based on Tier-I: Written Test Examination held on 24.02.2024 conducted by NTA, the qualified candidates in Tier-I as uploaded on NTA and Institute Website are provisionally eligible to appear for the **Tier-II (Presentation) & Tier-III (Interview)** for the post of Technical Officer in respect of Advertisement No. **Mission Mode (DR) (4)/ 2023 Dated 25 March 2023.**

➢ **Document verification shall be done on the same day of the Tier-II (Presentation) to verify the Document and eligibility criteria as per the advertisement.** It is mandatory to produce requisite documents in **ORIGINAL at the time of Document Verification.**

➢ **No separate call letter/ admit card shall be issued for the Tier-II (Presentation) & Tier-III (Interview).**

➢ All the qualified candidates called for **Tier-II (Presentation) & Tier-III (Interview) and Document verification** are advised to submit the attached format **(Annexure-I)** along with requisite documents, i.e., self- attested copies of Certificates/ testimonials at the time of verification of documents (as mentioned in the application form/ justify the eligibility criteria for the respective post).

➢ The candidates are required to appear for the **Tier-II (Presentation) & Tier-III (Interview) for the post of Technical Officer** as per the following schedule: -

Sl. No.	Thematic Field	Reporting Time & Venue for Document Verification	Date, Time & Venue for Presentation	Date, Time & Venue for Interview
1	**Mechanical/ Civil/ Textile and Allied** **AND** **Chemistry/ Chemical Engg./ Biochemistry/ Biosciences and Allied**	03/06/2024 08.00 A.M Dogra Hall, IIT Delhi	03/06/2024 09.00 A.M Board Room, IIT Delhi	04/06/2024 08.00 A.M Senate Room, IIT Delhi
2	**Electrical/ Electronics/ Instrumentation and Allied**		03/06/2024 09.00 A.M Senate Room, IIT Delhi	05/06/2024 08.00 A.M Senate Room, IIT Delhi
3	**Computer Science and IT** **AND** **Physics/ Optics/ Materials Science and Allied**		03/06/2024 09.00 A.M Committee Room, Dean (SA), IIT Delhi	06/06/2024 08.00 A.M Senate Room, IIT Delhi

<u>IMPORTANT INSTRUCTIONS</u>

Scheme of Examination and Selection Process for above post is available at
https://home.iitd.ac.in/jobs-iitd/uploads/Non-Academic-Staff/Scheme%20of%20Examination%20and%20Syllabus%20for%20Technical,%20Hospital%20&%20Hospitality.pdf

➢ **The candidates must bring the following documents**: -

a) **Admit Card issued by NTA at the time of Written Test** along with any identity proof (**in original**) issued by Government Authority for personal verification (i.e. Passport/ Voter Identity Card/ PAN Card/ Aadhar Card/ Any Identity Card issued by Competent Authority).

b) **All certificates/ documents** etc. as mentioned in the Application Form in **ORIGINAL along with one set of self-attested photocopies** of the same in support of educational qualification, essential experience, category (if applicable) etc.

c) Valid category/ caste certificate (**SC/ ST/ OBC-NCL/ EWS, PwBD**) issued by the Competent Authority in the Prescribed Format of Government of India

d) NOC (in original).

e) Essential experience certificates (in original / self-attested photocopies) as required for the post, if applicable. In case experience certificate is not issued by the present employer, self-attested copies of appointment cum joining letter along with a copy of latest salary slip and valid ID card of the organization needs to be produced.

f) Equivalency certificate (IDA/ other pay scales to 7th CPC pay matrix level), if applicable.

g) One passport size latest photograph.

Kindly Note:

➢ Production of original documents along with self-attested copies is mandatory on the day of Tier-II & Tier-III of the selection process. In the absence of any original document, a self-attested copy of the same shall be accepted, subject to production of the same on the day of joining, if selected.

➢ However, if candidates are not able to produce either original or self-attested photocopies of the required essential documents as per advertisement for the respective post at the time of document verification, they may **NOT** be allowed to appear for Tier-II (Presentation) & Tier-III (Interview).

➢ The Presentation/Interview may continue till late evening. The candidates are advised to make the necessary arrangement to stay back, if required.

➢ **The candidates appearing in the Tier-II (Presentation) and Tier-III (Interview) should ensure that they fulfill the eligibility criteria. At any stage of the selection process if it is found that they are either not fulfilling the eligibility criteria or the documents submitted by the candidates are fake or the candidates have clandestine antecedents and have suppressed the said information, their candidature shall be rejected.**

➢ No candidate shall be permitted to leave the examination room before the end of the examination.

➢ The reporting time should be strictly adhered to by the candidates.

➢ No Candidate would be allowed to enter the Reporting Venue without Admit Card and Valid ID Proof.

➢ PwBD candidates must bring a PwBD certificate issued by the Competent Authority, if claiming relaxation under the PwBD category.

➢ Candidates are NOT allowed to carry any personal belongings including mobile phones, electronics devices, watches, calculators, papers or similar such things during the Presentation and Interview. The Institute will not be responsible for the safekeeping of personal belongings or for its loss, if any.

Registrar

INDIAN INSTITUTE OF TECHNOLOGY DELHI

Proforma for Document Verification

Post applied for	**Technical Officer**
Advt. No.	**Mission Mode (DR) (4)/ 2023 Dated 25 March 2023**
Name of the candidate	
Application No.	
Roll No.	

Note : (i) All the documents should be self- attested by the candidate and sequentially arranged.
(ii) The remarks column should NOT be left blank. Not Applicable may be mentioned, if required.

Sl. No.	Documents	Page No(s).	Remarks of the verifier (Verified from original) "Yes/No"
1	Application Form submitted at the time of submission of online application.		
2	ID Proof (Aadhar Card / PAN Card / Voter ID Card)		
3	Secondary / Class-10 (Marksheet & Certificate)		
4	Higher Secondary/ Class-12 (Marksheet & certificate)		
5	**Diploma**		
	Marksheet of all semesters / years		
	Certificate		
6	**Graduation**		
	Marksheet of all semesters / years		
	Degree Certificate		
7	**Post Graduation**		
	Marksheet of all semesters / years		
	Degree Certificate		
8	Category Certificate (if any) (SC/ ST/ OBC-NCL*/ EWS*/ PwBD) *Must be issued on or after 01.04.2022.*		
9	Ph.D Degree Certificate and marksheet (if applicable)		
10	Equivalency certificate (IDA/ other pay scales to 7th CPC pay matrix level), if applicable.		
11	Experience Certificate(s), if applicable *As on last date of application as per Advertisement*		
12	No Objection Certificate from current employer		
13	Any other documents, please specify_____		

I hereby declare that the above information/ documents are correct to the best of my knowledge and belief.

Date:

_____

Signature of Candidate

Mob:

E-mail ID:

<div>

For office use

Comments on verification of documents:

_____

Signature of the verifier (Member)

_____

Signature of In-charge Document Verification Committee

</div>